

339289

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M:ASISK M/DGHR:RWHITESIDE

S/ES-O:MEKPUK

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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS

SPECIAL EMBASSY PROGRAM

AMEMBASSY DUSHANBE

AMEMBASSY KABUL

AMEMBASSY KHARTOUM

AMEMBASSY BUJUMBURA

UNCLAS STATE 339289

FOR ADMIN AND HUMAN RESOURCE OFFICERS

E.O. 12958: N/A

TAGS: APER

SUBJECT: 2004 FOREIGN SERVICE WRITTEN EXAMINATION

1. Examination Date:

We are pleased to announce that the FSWE will be given on April 24, 2004. This will be the only administration of the exam in 2004.

2. Eligibility Requirements:

To take the examination and to enter the Foreign Service you must:

- be a US citizen,
- be 20 years of age to take the exam and 21 years of age to be appointed,
- be available for worldwide assignment,
- not have been previously separated from the Foreign Service for retirement, expiration of time in class, retirement based on relative performance or separation for cause.

3. Test Locations and Registration Materials:

The FSWE will be offered in approximately 200 locations nationwide and at most of the 260 Foreign Service posts. Registration materials will be available on the Department's website: WWW.CAREERS.STATE.GOV. Applicants will again be able to register electronically directly on the internet. Registration booklets will also be available for those without internet access.

#### 4. Deadlines:

Applications for the April 24 exam must be received by March 17, 2004 for foreign test sites, and March 24, 2004 for domestic test sites.

#### 5. Study Guide Order Forms:

Order forms for the 2004 study guide are located at the end of the registration booklet, or can be downloaded from the Department of State website. The guide may be ordered by telephone from ACT, Inc., (319) 337-1429 or FAX (319) 337-1578. The guide is not available through the Department of State.

#### 6. Registration Booklets Delivery

Posts can expect to receive their supply of registration booklets by mid to late January. Posts should advise the Department immediately if they require additional registration books. Information on how to get more books will be in the initial package of registration materials.

#### 7. Examination Coordinator:

Any additional concerns from post should be addressed to:  
Beatrice E. Smotherman, FS Exam Coordinator  
HR/REE  
TELEPHONE (202) 261-8883  
FAX: (202) 261-8841  
E-mail - SmothermanBE@state.gov

Fax or e-mail is preferred. Please remember when using e-mail to identify your post.

#### 8. Posts with Designated Test Sites:

The Department will use FEDEX, DHL or post designated overnight courier service delivery for supplemental shipments, if necessary, to ensure timely receipt by requesting posts. Specific instructions will be provided with the exam material regarding the return of the completed examinations.

#### 9. Advertisements:

Posts can put the basic information about the date of the next exam, when and how registration materials will be available on their websites at a time they deem appropriate. Also, candidates should be encouraged to go to the State Department website to download a suggested bibliography that can be used to prepare for the 2004 exam.

Potential exam takers should not write to the Department for registration information. All inquirers should be provided registration materials directly by posts or advised to visit State Department website at [WWW.CAREERS.STATE.GOV](http://WWW.CAREERS.STATE.GOV).

Thank you for your assistance.

10. MINIMIZE CONSIDERED  
POWELL

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